

CALIFORNIA HOUSING FINANCE AGENCY

ANNUAL PROJECT REVIEW

Development _____

MAINTENANCE REVIEW

Conducted by _____

Date _____

PLEASE COMPLETE THIS QUESTIONNAIRE FOR OUR FILES.

Items to be reviewed:

- I. Maintenance Program/Preventative Maintenance Program
- II. Emergency Equipment/Procedures

CHFA ANNUAL PROJECT REVIEW (Cont'd)

I. MAINTENANCE/PREVENTATIVE MAINTENANCE PROGRAM

- A. Please note frequency of maintenance and name of person or contractor responsible for completing each of the following tasks:

<u>Task</u>	<u>Frequency</u>	<u>Responsible Party</u>
Landscaping	_____	_____
Irrigation	_____	_____
Parking Lot	_____	_____
Exterior Painting	_____	_____
Office	_____	_____
Common Areas & Public Restrooms	_____	_____
Laundry Room	_____	_____
Hallways/Stairs	_____	_____
Elevators	_____	_____
Emergency Generator	_____	_____
Walks/Patios/ Balconies	_____	_____
Heating/AC Equip.	_____	_____
Hot Water Htrs.	_____	_____
Boiler System	_____	_____
Solar System	_____	_____
Roof System	_____	_____
Gutters/Downspouts	_____	_____

CHFA ANNUAL PROJECT REVIEW (Cont'd)

I. MAINTENANCE/PREVENTATIVE MAINTENANCE PROGRAM(Cont'd)

A. (Cont'd)

<u>Task</u>	<u>Frequency</u>	<u>Responsible Party</u>
Stoves & Refrigs.	_____	_____
Windows/Sliders	_____	_____
Screens	_____	_____
Exterior Doors & Hardware	_____	_____
Pest Control	_____	_____
Chimney/Flue	_____	_____
Fencing/Gates	_____	_____
Waterproofing (Decks/Balconies)	_____	_____
Interior Painting Schedule	_____	_____
Trash Enclosures/ Chutes	_____	_____
Security Lighting (Exterior)	_____	_____
Other	_____	_____

B. Is there a Preventative Maintenance Plan on file? Yes ____ No ____

C. Work Orders

1. Average # of tenant work order requests per month

CHFA ANNUAL PROJECT REVIEW (Cont'd)

II. EMERGENCY EQUIPMENT/PROCEDURES

A. Fire and Emergency Equipment

For each life safety component below, list the frequency of routine inspection and servicing, and who performs service.

<u>Component</u>	<u>Frequency</u>	<u>Responsible Party</u>
Entry Systems	_____	_____
Emergency Lighting/ Battery Back-up	_____	_____
Emergency Call System	_____	_____
Emergency Generator/ Fuel Storage	_____	_____
Exit Signs/Bulbs/ Battery Back-up	_____	_____
Fire Extinguishers	_____	_____
Fire Hoses/Cabinets	_____	_____
Fire Pull Stations	_____	_____
Fire Sprinklers Sys.	_____	_____
Standpipe System	_____	_____
Tenant Door Smoke Seal	_____	_____
Corridor door Smoke Seal	_____	_____
Automatic Door Closers	_____	_____
Smoke Detectors	_____	_____
Other	_____	_____

CHFA ANNUAL PROJECT REVIEW (Cont'd)

II. EMERGENCY EQUIPMENT/PROCEDURES (Cont'd)

B. Fire and Emergency Plans

1. Is there an Emergency Fire Plan approved by the Fire Department on file?

Yes _____ No _____

2. Where is plan kept? _____

3. Are the emergency pull stations and building alarm systems tied into the local fire department?

Yes _____ No _____

4. Emergency Services provided by _____ during working hours and
by _____ after working hours.

5. Is there an evacuation plan posted in all tenant exit corridors and commons areas?

Yes _____ No _____

6. How often are tenants drilled in fire safety and evacuation procedures?

7. Have tenants been instructed on emergency procedures relating to earthquake safety?

Yes _____ No _____

8. Describe procedures for locating tenants in an emergency.

9. Is there a buddy system, hall monitors?

Yes _____ No _____